

SOUTHEASTERN THEATRE CONFERENCE, INC.
Executive Committee Meeting
Duke Energy Theatre, Spirit Square
Charlotte, NC
Saturday, September 12, 2009

ExCom Members in Attendance: President, Beth Harvey; President-Elect, Alan Litsey; Administrative Vice-President, Steve Bayless; Secretary, Tiza Garland; Treasurer, Chris Rich; States Representative, Leslie Dellinger; Divisional Representative, Bill Murray; Past President, David Wohl (for Glen Gourley)

Also in Attendance: Executive Director, Betsey Baun;
David Thompson; Duke Guthrie; Jack Benjamin; Stephen Burch; David Giambrone; Jacque Wheeler; Michael Howley; MJ Etua; Denise Halbach; Jennifer Matthews; Ginger Willis; Dawn Larsen; Jeremy Kisling; Lynn Nelson; Patrick Gagliano; Dewey Scott-Wiley; Bob Ankrom; Kathi Ellis; Tom Booth; David Schram; Kimberly Kemp; April Daras; Dennis Wemm; Page Posey; Lesley Preston; Jon Moses

- I. Announcement of Taping (Secretary, Tiza Garland)
- II. Appointment of Parliamentarian (Past President, David Wohl for Glen Gourley)
- III. Approval of ExCom minutes
 - Motion: Alan Litsey made a motion to accept the May 16, 2009 ExCom minutes
 - 2nd: Bill Murray
 - Motion carried
- IV. Introduction of Ron Law to discuss Strategic Planning. Discussed the challenges of Strategic Planning of Theatre Charlotte.
 - Wanted to be sure the board members were committed to the organization
 - His organization adopted the Consent Agenda
 - 21 Board members, 12 standing committees
 - Recognized that communication was lacking in the organization
 - Eliminated many standing committees, to eliminate excess and micromanagement
 - His organization kept their ExCom
 - Difficult situations included eliminating the position of a 20 year employee.
 - Brought in a Strategic Planner and did a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats)
 - Rewrote the mission statement so that it was the guiding statement of the organization
 - Created a Vision Statement
 - Created a 5 year plan
 - Board meetings have become efficient. For example, committee reports are considered approved unless a board member wanted to discuss a specific item.

--The board is now thinking strategically.

--At a time of an economic recession they did not have to change the mission or goals, only the TACTICS in order to achieve the goals.

--Question/Answer followed:

Q:How did you get the board engaged?

A: We let them be engaged. We created job descriptions for board members.

Q: This process changed the way you develop new leaders. How does that process work for you?

A: We have a Governance and Leadership Committee to identify potential leaders. This committee also knows the Bylaws of the organization.

There is training in the community for interested people in Charlotte to be leaders in the arts.

Q: How did you approach those who were resistant to change?

A: We addressed them immediately. We identified those who showed up at meetings and got them to buy-in to the process. We made sure the members knew they had a voice. The dead wood removed themselves.

Q: Will you talk about your terms of service for the board members?

A: Term limits have been in place for a long time due to where much of the money comes from. Board members are on the board for a 3-year term, an individual can be re-elected for 2 terms. The President can serve a maximum of 2 years as President. The President becomes Immediate Past President. There is a President-Elect. President-Elect is voted on every year.

Q: What are some of the challenges of outreach?

A: You need to GO to the churches. You need to let everyone KNOW they are WELCOME. We established good communication with the media in town. We are proper stewards, we are quick to say "Thank You" and identify anything that anyone does for us. Our volunteer base has more than doubled... because we LET them volunteer.

"If you're a good listener you can accomplish a lot."

Break: 10:14am-10:19am

V. Nominations, David Thompson

--Distributed the Straw Ballot for the Slate of Officers and the Suzanne Davis Award

VI. Executive Director, Betsey Baun

--Introduction of Quiana Clark Roland who will be the Executive Assistant at Central Office

VII. Action Items

A. President: Beth Harvey

--David Thompson addressed the issue of "emergency payment" at SETC and assigning a second signatory for an account. There was a decision in the recent past to make the President a signatory of SETC. The execution of this, however, violates Bylaws.

"Article XIII: Fiscal Management. Section 1. Accounts shall be paid by the Executive Director. No other officer, committee, or individual is authorized to pay accounts, promise to pay accounts, or incur any liability on behalf of the Corporation."

--Discussion followed regarding how to address this issue.

--Do we need to adjust the rule?

--If so, who do we assign as the signatory?

--Under which circumstances?

--Possibly the President and Treasurer need to approve

--David Thompson was charged with crafting the wording for a motion regarding this issue.

--Beth Harvey shared why this item first arose: Betsey Baun was charged with using her sabbatical or losing it. At this point she needed to write a check for herself to cover her payment for sabbatical. There was a concern that it may not be prudent for the Executive Director to write herself a check.

--Beth Harvey charged David Thompson with crafting a motion regarding a change to Bylaws, Article XIII.

-- At the time the suggestion was to include a new section reading, "In the event that the Executive Director is unable to fulfill Fiscal Management duties, the Executive Committee may vote responsibilities to designate another individual to pay accounts on a temporary basis with liabilities limited to amounts budgeted for mandated financial processes." (Refer to recording ExCom. Sept. 12, 2009, 29:00 min.)

B. President Elect: Alan Litsey – No Action Items to Report

C. Immediate Past President: David Wohl for Glen Gourley – No Action Items to Report

D. Administrative Vice President: Steve Bayless

--David Thompson was asked to present the 2 Action Items that will be presented to the Board of Directors for a vote

1. Bylaws: Changes to Rule I.14

--Bylaws Committee requests that ExCom recommends to the Board to amend Rule I.14 Directory by capitalizing the word "Directory;" substituting the word "revised" for the

word “published;” and adding the sentence “A printable electronic version of the revised Directory shall be prepared for distribution or online publication on a yearly basis by June 30.”

***This needs to go before the Board.

2. Bylaws: Changes to Rule 1.20

-- Bylaws Committee requests that ExCom recommends to the Board to amend Rule 1.20 by deleting the second appearance of the word “and” in the second sentence, inserting the phrase “any nonstudent member requesting one, and a printable electronic version shall be distributed to” after the third appearance of the words “mailed to” and striking the final appearance of the phrase “and any nonstudent member requesting one.”

***This needs to go before the Board

3. Keynote Emerging Artist of Promise Manual

--Leslie Dellinger made a motion to approve the Keynote Emerging Artist of Promise manual

--2nd: Alan Litsey

--Discussion: Why 5 members? There needs to be a vote for the recipients, 5 makes the vote decisive, rather than an even number.

Do you need to specify a date regarding the due date for submission of story?

Reword the section of the manual that specifies the *SETC News* deadline.

Suggestion: Depersonalize it, remove names and use “Rater,” change the label to read Sample Schedule.

--Alan Litsey made a motion to table the approval of the KEAP Award Committee Manual until the Board Meeting so adjustments to manual can be made.

--2nd : Leslie Dellinger

--Motion Carried

E. Secretary: Tiza Garland – No Action Items to Report

F. Treasurer: Chris Rich

1. Presented audit from Shahbaz Southern, CPA.

-- Alan Litsey moved to accept the audit

-- 2nd: Chris Rich

--Motion Carried

***This needs to go before the Board

2. Chris Rich presented the Amended Budget from Sept. 11, 2009 for FY 2009-2010

--Changes include:

--Subtotal for Employee Salaries

- There is a new subtotal for Employee IRAS
- 2020 Committee line item has moved under Officers Expense
- Subtotal for Income has been adjusted
- Subtotal for Expenses has been adjusted

* If the budget is approved, a complete and revised budget will be submitted on Sept. 13, 2009.

- Alan Litsey made a motion to approve the amended budget
- 2nd:Steve Bayless
- Motion carried

3. An announcement was made to all chairs of committees to submit budget requests by December.

--Betsey Baun distributed budget request forms to those in attendance. This form is available electronically. Committees need to request the electronic version from the Central Office. These forms are for the NEW budget of July 2010- June 2011

G. States Representative: Leslie Dellinger – No Action Items to Report

H. Division Representative: Bill Murray

1. Secondary School: Changing the number of festival entries

--The change allows each state to submit up to 2 schools to the Secondary Play Festival.
 --A concern is that there may not be enough space at the different convention venues to house an expanded festival.

--It is projected that there will not be a problem in Central Office dealing with the increased student/member participation.

--This will impact the banquet. Will there be enough space to accommodate possibly doubling the attendance at the banquet.

--This is a wonderful opportunity to serve high school students.

--Question: Does the budget that ExCom just approved take into account the proposed changes to the Secondary Festival?

--Response: Since we don't know how many states/schools will take advantage of this, making an amended budget is difficult.

--Suggestion: There will be a better sense of how many schools are going to participate in December. An amended budget can be presented at that time.

--Steve Bayless made a motion to accept the recommendation from Secondary Division to expand the Secondary One Act Festival by inviting up to 2 plays from each state beginning with the 2010 festival.

Discussion: What is the ripple effect of the expanded festival? How will it affect Exhibitors and Exhibition Hall?

Response: This will be addressed

--2nd: Bill Murray

--Motion carried.

-- There will need to be manual changes due to accepting the recommendation from Secondary Division.

--The changes to a manual do not need to go to ExCom for a vote.

--It is suggested that Secondary Division host the One Act Festival as stated above, change the manual to reflect the practices, then submit the manual to the Administrative Vice-President who will send it to Bylaws for review.

VIII. Items for Discussion

A. President: Beth Harvey—No Items for Discussion

B. President Elect: Alan Litsey—No Items for Discussion

C. Immediate Past President: David Wohl for Glen Gourley—No Items for Discussion

D. Administrative Vice President: Steve Bayless

--Central Office will pull queried reports from the Programming database and distribute the list of proposals to appropriate committee chairs.

--A request was that the Division Chairs get the reports as well.

E. Secretary: Tiza Garland—No Items for Discussion

F. Treasurer: Chris Rich—No Items for Discussion

G. States Representative: Leslie Dellinger

--States are creating a Best Practices Document for States

--State Reps have changed the State meeting to Friday of the Convention from 12:00-12:50pm.

H. Divisions Representative: Bill Murray

--Changes for times and dates of auditions.

--Undergrad auditions on Friday (additionally Seniors will be allowed to audition in 2010)

--Grad Auditions on Saturday

Break for lunch: 12:05pm

Reconvened: 1:13pm

IX. Intro of Central Office Staff:

Cheryl Ann Roberts

-- Working on advertizing for *Southern Theatre* and updating the profiles for the college directory.

April Marshall

-- Reminded all that State Screenings are starting and all of the reference providers need to respond on-line.

--Announced that she worked as Stage Manager at KY Shakespeare Festival

Chris Chandler

-- Working on SORT, SETCs On-line Resumes for Theatre

-- The service is \$15 for 3 months for prospective employees

Hardy Koenig

-- Discussed the use of Webinar for "Nail that Audition," it will be on Oct. 8, at 4:00pm. It is a one hour seminar with a question and answer at the end (interaction by phone and e-mail). The cost is \$30 per log-in.

X. Divisions Representative: Bill Murray

-- A request from Community Theatre that the discussion of allowing states to bring 2 shows to the Community Theatre festival.

-- There was a discussion that there was not enough space or money to cover the needs of 2 shows per state.

-- A new schedule would have to be devised in order to make the festival happen within the current time frame allotted to the festival.

--Alan Litsey made a motion to accept Community Theatre Division's request to invite up to 2 productions per state which has 4 or more qualifying entries at their State level .

--2nd: Steve Bayless

--Friendly amendment by Tiza Garland to accept Community Theatre Division's request to invite up to 2 productions per state who have 4 or more qualifying entries at their State level to the Community Theatre Festival at SETC.

--2nd: Steve Bayless

--Motion carried

XI. Executive Director's Report, Betsey Baun.

A. Thank you to NC Blumenthal Performing Arts Center for hosting the ExCom Meeting, the Board Meeting, Graduate School Auditions, and Professional Auditions.

B. Membership—special note: 4,091 current members versus 4,267 one year ago.

C. Fall Pro-Auditions Update: This year there are 33 companies on-site

D. Fall Graduate School Auditions: 15 schools in attendance, 51 actors, 6 design-tech students.

- E. Hotel Update for Lexington 2010. There are 2 hotels connected to the convention center, the Hilton and the Hyatt. There are 300 rooms per hotel reserved. These rooms need to be used by participants of the convention.
--Reservations can be made starting Oct. 15, 2009.
- F. Central Office is in negotiations with Louisville, KY for 2013
- G. New Central Office Staff: Quiana Clark Roland
- H. Budget Requests: All are reminded to submit Budget Request Forms for 2010-2011

XII. Items of Interest

- A. President: Beth Harvey
---Duke Guthrie discussed the Silent Auction. The theme for the Silent Auction is Costume Rendering.
- B. President Elect: Alan Litsey—
--Liz Lerman is presenting at the K-12 institute. She will give Thursday's keynote.
--Tituss Burgess will be the Keynote Speaker at the Friday keynote address.
--If there are any chairs interested in seeing the "program in progress," feel free to contact Alan Litsey to get a copy of the work in progress.
--The priority deadline for program proposals is Sept. 15, 2009.
- C. Immediate Past President: David Wohl for Glen Gourley— No Items of Interest
- D. Administrative Vice President: Steve Bayless -- No Items of Interest
- E. Secretary: Tiza Garland— No Items of Interest
- F. States Representative: Leslie Dellinger -- No Items of Interest
- G. Divisions Representative: Bill Murray – Check tape 1:03
-- There will be manual changes in the Theatre for Youth Manual which will be sent to the Administrative Vice-President.

H. Terms of Service

1. All Voting Board Members were given 3 options for terms of service of ExCom. See Semi-Annual Report distributed by Steve Bayless.
Discussion:
--What if we adopt a model similar to Theatre Charlotte presented by Ron Law?
--David Thompson introduced the 3 proposals set forth in the Semi-Annual Report.
--David Thompson clarified the rationale for changing the title of President-Elect to Programming Vice President.
--Discussion that a "pre-req" is required for President.
--We want to be sure that there is a statement of term limits.

--NomCom has certain responsibilities regarding identifying good leaders and their service/involvement with SETC. This includes identifying people who have served the organization previously so they can have successful terms in an elected office.

--If we are undergoing Strategic Planning, do we want to keep the same leadership in place until we get through the process?

--Continuity and learning-curve are important, longer terms are preferable.

--Are we burning people out by having too many responsibilities on one particular office?

--Do we want to make a change in the terms of service in order to nurture continuity and the ability to make changes and be effective in the office?

--Mentoring leadership does need to be taken into consideration.

-- it is important to recognize that in some of the proposed models that many of the terms are one-year terms that are renewable.

-- There was agreement among all in attendance that change does need to happen. The next step is to decide what the change will look like.

--The Nominations Committee has much of the power of this organization. We need to look at how those members on the Nominations Committee are selected and how that committee operates.

--There is provision in the Bylaws to call a meeting with 2 weeks notice in order to make a change to Bylaws or suspend the adherence to a By-law.

Break : 3:40pm
Reconvene: 4:08

--Steve Bayless made a motion to amend the Bylaws to read:
"Article III Board of Directors
Section 1. The Board of Directors shall be composed of:
(1) six elected officers of the Corporation, elected by a majority vote at the annual meeting of convention of members or at special meetings of members whenever necessary:
(a) a President to serve a term of one year;
(b) a Programming Vice-President to serve for one year;
(c) an Administrative Vice-President to serve for one year;
(d) a Secretary to serve for a term of one year;
(e) a Treasurer to serve for a term of one year;
(f) a past President of the Corporation to serve for a term of one year."

--2nd Leslie Dellinger

--Motion carried.

***This needs to go before the Board

--This is with the understanding the Bylaws committee will have to go through Bylaws, Rules and manuals.

--There will be changes to the Bylaws document to accommodate the changes.

--Steve Bayless made a motion to amend Article VIII of the Bylaws to add "Section 3. No individual may serve in any single elected office for more than three consecutive terms."

--2nd: Bill Murray

--Motion carried

***This needs to go before the Board

--Leslie Dellinger made a motion to strike the word "immediate" in Article VIII, Section 2 of the Bylaws.

--2nd: Bill Murray

--Motion carried

***This needs to go in front of the Board

--Steve Bayless made a motion to amend Article IV, Section 1 [of the Bylaws] to delete word "five" and add 6 elected officers and delete the phrase "the immediate past President," to read : "Section 1. The Executive Committee shall consist of the six elected officers of the Corporation, one person elected from and by the State Representatives, and one person from and by the Divisional Chairs."

--2nd: Leslie Dellinger

--Friendly suggestion from Michael Howley: Add "of the Bylaws" to the motion.

--suggestion accepted by Steve Bayless and Leslie Dellinger.

--Motion carried

***This needs to go before the Board

--Chris Rich made a motion to amend Article V, section 2 of the Bylaws to read: "The Programming Vice President shall:", replacing "President-Elect" with "Programming Vice President"

--2nd: Bill Murray

--Motion Carried

***This needs to go before the Board

XIII. Adjourn

--Leslie Dellinger made a motion to adjourn

--2nd: Alan Litsey

--Motion carried. Adjourned at 4:41pm

Minutes submitted by

Tiza Garland

Secretary, Southeastern Theatre Conference Executive Committee

September 13, 2009